



Receipt # _____
Date Submitted _____
Amount paid _____
License # _____

INITIAL MERCHANTS APPLICATION

Chapter 26, Article III – Initial Merchants

Application Fee: \$100.00

Transfer Fee: \$100.00

Merchant – Any person who engages in or conducts a business of selling goods, wares and merchandise and who for the purpose of carrying on such business uses, leases or occupies either in whole or in part, a room, building, structure, or vacant property for the exhibition and sale of such goods, wares, and merchandise. (Section 26-71)

Every merchant, before opening and/or operating a mercantile establishment in the city or before advertising or exposing his goods, wares or merchandise for sale, shall procure from the city clerk an initial merchants license. (Section 26-86)

Date of application _____

Name of Business _____

Address _____

Phone _____ Fax _____

Type of business _____

*Business (name and address) previously at this address _____

Name of Applicant/Owner _____

Address _____

Phone _____ Fax _____

Email address _____

In the past 18 months, I have been engaged in business at:

Name of business _____

Address _____

Type of business _____

Length of time at this location _____ Date discontinued _____

Name of applicant _____

If transfer of ownership:

Name of business _____

Name of previous owner _____

Phone _____ Date of transfer _____

I hereby certify that the foregoing statements are true and accurate to the best of my knowledge and belief and that I have read the city's initial merchants license ordinance and agree to abide by its terms.

Signature of Applicant _____ Date _____

FOR CITY USE ONLY

Approval by Building Official _____

Approval by Treasurer _____